

## **R/W PLAT UNIT FUNCTIONS**

### ***Obtaining existing right-of-way information for:***

- ☞ In-house requesters
  - ♦ Project Development
  - ♦ Systems Planning & Operations
  - ♦ Technical Services
- ☞ Outside requesters
  - ♦ Surveyors
  - ♦ Property owners
  - ♦ Utility companies
  - ♦ Government agencies
  - ♦ Consultants

### ***Scoping Projects, including:***

- ☞ Scoping section corners for:
  - ♦ Ties needed for upcoming design projects
  - ♦ Possible disturbance in upcoming construction projects
  - ♦ Determining number of potential parcels affected for plat

### ***Providing Plat Expertise in the following areas:***

- ☞ Assist the project managers in the identification of surplus lands and the subsequent coordination as required by FDM 12-25-1
- ☞ Reviewing:
  - ♦ Consultant plats
  - ♦ In-house plats
  - ♦ Plat revisions
  - ♦ RORFs
- ☞ Scheduling plat submittals & revisions, including coordination with:
  - ♦ Project Managers
  - ♦ CADD/Drafting Unit
  - ♦ Utility Unit
  - ♦ Real Estate Unit
- ☞ Providing:
  - ♦ Base Plat Schedule
  - ♦ R/W Plat Guidelines book
  - ♦ R/W Plat training
- ☞ Answering plat questions & providing plat problem resolution

### ***Liaison with Real Estate, including:***

- ☞ Answering and/or fielding questions & concerns about plats
- ☞ Property Management coordination

***Maintain Special Provisions for Consultant Contracts, see pages 1-7 through 1-9.***

### ***Producing Right of Way Plats, including:***

- ☞ Existing right-of-way
- ☞ Property lines
- ☞ Existing easement
- ☞ Working with project managers to determine right of way needs
- ☞ Creation of Legal Descriptions
- ☞ Creation of Schedule of Lands and Interests

## R/W PLAT UNIT OBJECTIVES

**The Right of Way Unit has several objectives, including:**

- 1) **Scheduling training for Project Development staff pertinent to each plat's stage of development.**

R/W Plat Training will be provided as needed and will be available to consultants as well as DOT employees. The R/W Unit will also develop a more individualized training schedule that would focus on one aspect of plat development per session. It is up to the Project Teams to inform the R/W Unit of their training needs.

- 2) **Assisting the project development unit in tracking plat development on each project.**

The staff of the R/W Unit is also available as a plat development resource to provide input for project schedules and budgets and guidance to answer questions relating to the plat process.

**Microsoft Projects** is used for project development.

- 3) **Reviewing the plat schedule with the CADD/Drafting Unit to ensure that the scheduled completion dates for District plats are realistic in relation to the resources available in the CADD/Drafting Unit.** A timeline has been developed to help designers schedule the various stages of plat development. A copy of that timeline on page 1-3.
- 4) **Coordinate plat revisions.**

The CADD/Drafting Unit needs a two-month lead time to schedule the drafting of revisions, and the Real Estate Section needs one month to process the Relocation Order.

WHEN THE INITIAL PROJECT SCOPE IS BEING DEVELOPED, IT IS IMPORTANT TO CONTACT THE REAL ESTATE SECTION, AND ALSO THE UTILITY UNIT, SO THAT THEY CAN PROVIDE YOU WITH AN ESTIMATE OF THE TIME NECESSARY TO REVIEW AND CLEAR THE UTILITY AND REAL ESTATE CONCERNS PRIOR TO THE PS&E.

## **CRITICAL STEPS IN PLAT DEVELOPMENT**

### **1) Resources**

- Facilities Development Manual - Chapters 9, 12 and chapter 3-20-15
- District One R/W Plat Guide

### **2) Determine What Type of R/W Plat to Develop**

- Rec. 1  
P-Mapping (Horizontal Control Only) provided by Technical Services, but ordered and supplied by District One  
Total Station (Horizontal Control Only) provided by the Survey Unit
- Rec. 2, Reconstruct, Major  
PX Mapping (Horizontal & Vertical Control) provided by Technical Services, but ordered and supplied by District One

### **3) Survey (Chapter 2)**

- Existing Alignment
- Section Corners set, located and tied to the Wisconsin State Plane Coordinate System or the Wisconsin County Coordinate System
- Order all topography not provided on Technical Services Mapping, such as Property Pins, Underground Utilities and Septic Vents

### **4) Order Title Searches (Page 5-4)**

### **5) Existing Right of Way (Chapter 4)**

- Research Old Records and Project Background
- Informational Meeting Notes
- Existing R/W Plats
- Tax Descriptions/Maps
- Abutting Subdivision and Assessor's Plats
- County Highway Register
- Town Road Record
- Military Roads, Territorial Roads, State Roads (See Wisconsin Highways Book)

### **6) Create Land Line Network**

- Section Corners
- Government Land Lines

## **Critical Steps in Plat Development - continued**

### **7) Property Lines (Chapter 5)**

- Review Title Searches
- Translate Title Search information into an electronic format
- Address overlaps or gaps produced by conflicting Title Search information

### **8) Review Utility System Map**

- Address Conflicting Utility Location Information

### **9) Research Contiguous Constraints (Chapter 6)**

- Wetlands
- Cemeteries
- Park lands
- Historical Sites
- Hazardous Waste Sites
- Buildings, Septic Systems, Wells, Other Improvements
- Utilities

### **10) Develop Horizontal Alignment**

- Check Curve data for rounding errors
- Develop Preliminary Vertical Alignment

### **11) Submit Base Plat to the Utility Unit for Phase I Review**

### **12) Finalize Design (Chapter 6)**

- Finalize Roadway Templates
- Vision Corners
- Drainage
- Private and Field Entrances
- Intercepting Embankments
- Marsh Disposal
- Address Utility Concerns (Chapter 3)
- Address Real Estate Concerns (Chapter 10)
- Field Check Critical Topo
- Safety & Standards vs impacts to contiguous constraints
- Finalize Vertical Profile & streamline slope intercepts

### **13) Develop the New R/W**

- Determine Type of Acquisition (Page 6-5,6)
- Identify Advertising Signs (Page 7-5)

## **Critical Steps in Plat Development - continued**

### **14) Distribute Preliminary Plats**

- Preliminary Plats should be distributed for review by the Utility Unit and the Real Estate Unit 60 days prior to the plat completion date

### **15) Create Schedule of Lands and Interests**

- Fee
- Access
- Utilities
- Easements

### **16) Final Plat Review (Chapter 9)**

- Drafting Checklist for Plats (Pages 7-11 through 7-16)
- R/W Plat Review List (Pages 9-5 through 9-7)
- Consultant Plat Review List for District Design Teams (Page 9-8)

### **17) Write Legal Descriptions (Chapter 8)**

### **18) Plat Revisions (Chapter 11)**

- All Plat revisions will be shown in red on the stick copy of the plat. The redline revisions must be completed, initialed and dated by the accountable person.
- If the proposed R/W is being revised notify the Utility, Survey and Real Estate units

## **Special Provisions For Consultant Contracts**

### **(Excerpt)**

#### **J. PLATS**

- 1) The CONSULTANT shall prepare Right-of-Way Plats as defined in the FDM and the DEPARTMENT's District One Right-of-Way Plat guide dated September 16, 2002.
- 2) Prior to start of the plat the CONSULTANT shall set up a meeting with the Right of Way Plat Unit to review the Special Provisions, FDM procedures, and the District 1 Right of Way Plat Guide.
- 3) In order to develop the right of way plat the consultant is to obtain 60-year ownership reports on each parcel. (See also J.2a). One copy of each report is to be delivered to the Department along with the right of way plat. These reports are to contain at a minimum the following items:
  - a. Names and addresses of all present owners together with a copy of the last conveyance (deed or land contract), which conveys title to the present owner. Also provide copies of the following:
    - Final Judgments
    - Active mortgages
    - Liens and recording data
    - All easements of record (Including those that go beyond 60 years)
  - b. Subdivision Plats, Certified Survey Maps as applicable, and any other encumbrances of record.
  - c. If the parcel description contains a referenced deed, a copy of that deed should also be submitted. If a parcel description contains or refers to a certified map or subdivision a copy of it shall be included in the report.
  - d. Copies of the latest real estate tax statement, and plat or tax maps affecting any of the properties searched.
  - e. Complete description of all land in the conveyance quoted which includes the parcel searched, with recording data, revenue stamps or transfer fee, and acreage if available or easily computed.

- e. Delinquent real estate taxes, State and Federal Tax Liens, future special assessments, liens, and judgments.
  - f. Full search of title is required on only the land abutting the highway, which is being purchased by the Department. All other contiguous ownership shall be shown with tax maps and descriptions listing acreage and assessed values.
  - g. The project I.D. and parcel number shall be on each report.
- 4) Right of way descriptions shall be provided for all individual parcels of land to be acquired as Right of Way for the PROJECT. Descriptions shall be by metes and bounds in accordance with the provisions as set forth in the MANUAL, or in the case of platted property by suitable reference to the platted data. For all unplatted property the descriptions shall be referenced to and tied into the pertinent section or quarter section corners.
- 5) The CONSULTANT shall prepare the Descriptions in line item format using IBM compatible PC- MS Word 7.0 software and provide a copy of this diskette to the DEPARTMENT.
- 6) The CONSULTANT shall provide one survey effort to field locate and temporarily mark the new right-of-way boundaries. The purpose of right-of-way (R/W) staking is to enable Property Owners, Appraisers and Negotiators to assess the affects of the highway project. A marker is needed at each point where the R/W line changes direction plus a marker on or near each property line. Also, in areas with landscaping, buildings and /or other improvements, additional stakes may be necessary so that it is readily determined what - items are being affected. Place R/W lath showing new R/W line, TI's, PLE's RDE'S etc. using the following guidelines:
- a. Write the stationing on one side of the lath.
  - b. Write R/W (TI, PLE, RDE, etc.) and the centerline offset on the other side of the lath.
  - c. Color code each lath with paint and ribbon as follows:  
New R/W - Orange, red or pink  
Easements (TI, PLE, RDE) – Blue
  - d. But a nail, flag and or paint where lath cannot be placed or will not stay.
  - e. Aim a marker at that point.
  - f. Put intermediates intervisible - all points should have another point visible (especially in front yards and improved areas)
  - g. Stationing should be facing down line, not toward the road, for pictures.
  - h. Existing R/W need not be staked except in areas where the new R/W starts or ends and where needed and ask for specifically. Please coordinate your

staking activities with the District Real Estate Section. The Real Estate Section needs at least two weeks lead time to send letters to the property owners. If you see property owners, please be courteous, introduce yourself and let them know what you are doing. Also have names and phone numbers of Real Estate agents available if a property owner needs additional information.

- 7) The CONSULTANT shall provide the DEPARTMENT with hard copy, one full-size and three half-size prints of the plat with right-of-way points and TI's numbered, using no duplicated numbers- a hard copy of all points in ground (N, E) coordinates; and a electronic disk containing the same information in AASHTO SDMS format prior to PS&E.
- 8) The CONSULTANT shall provide a full size of the draft plat to the D-1 utility coordinator for review after all existing information, including utility facility locations, has been added by \_\_\_\_\_.
- 9) The CONSULTANT shall provide a full size copy of the final plat to the D-1 utility coordinator and a half size copy to the Right of Way Plat Unit for review just prior to initial plat submittal.

#### K. CADDs

The Computer Aided Design Drafting System services which is a part of this CONTRACT, shall at all times be subject to the review and approval of the DEPARTMENT, shall be under the direction of the appropriate CADDs representatives, and shall be in accord with all requirements of the DEPARTMENT, including those contained in the DEPARTMENT'S Facilities Development Manual and applicable professional standards.

Prior to any services under this CONTRACT, a dialogue shall take place between the CONSULTANT representative and the appropriate CADDs representative to discuss and review applicable drafting forms and standards, and sample graphics handouts.

The forms and standards shall be as defined in the Facilities Development Manual and the Transportation District One Right of Way Plat Guide dated September 16, 2002, and all subsequent revisions, and supplemented with the following requirements. The District policy statement will be provided to the CONSULTANT.

Additional plat/plan and methodology requirements are as follows:

- 1) CADDs generated paper/film plots of plat/plan sheets shall depict existing topographic features as shown on CADDs levels 11 - 19. Level 16 may be required as an existing feature for select urban plats. Plat design and acquisition information shall be depicted utilizing CADDs levels 21-28 and 59. For plan design requirements, see plan CADDs representative.
- 2) Existing features shall be depicted per example plats and plans. Design and acquisition information shall be solid lines.
- 3) Prior to the RPC/PS&E date, the CONSULTANT shall submit individual half-size paper plots of plat/plan sheets at 30%, 60%, and 90% stages of completion. The applicable levels shall appear at the left margin, per examples, in order to confirm proper levelization and depiction.
- 4) Final film copy of R/W plats shall be provided to the DEPARTMENT at the time of PS&E, or at the direction of the CADDs plat representative.
- 5) The final film copy of right of way plats **must not** be electro statically prepared. It must be DEPARTMENT approved first generation, single matte, reverse, high contrast film.
- 6) All electronically prepared plat and plan sheets must be formatted into individual sheet files before final check plots are made for the DEPARTMENT.
  - a. Each completed electronic right of way plat sheet shall be a stand-alone sheet with **no** reference files attached. Each sheet must be level perfect and coordinate integrity must be maintained.
- 7) All plat sheets must be dated using a DEPARTMENT supplied date prior to final transmittal to the DEPARTMENT.
- 8) Plat and plan sheet files must not be rotated. The integrity of the grid plane orientation and subsequent coordinate values must be maintained for future revisions on CADDs.
- 9) Electronic plats and plans shall be prepared CADDs level perfect. In this way, future electronic revisions can be made and there will be confidence in the integrity of data levels. At the direction of the appropriate DEPARTMENT CADDs representative, the CONSULTANT shall provide the DEPARTMENT with plat or plan sheet files loaded to a CD-ROM. The DEPARTMENT will

perform a random level check prior to accepting the sheets as being complete. If there is more than 5% error in data leveling, the CONSULTANT must check each file, make corrections, and resubmit to the DEPARTMENT for another check. If corrections need to be made by the CONSULTANT, a new set of original hard copies must be provided to the DEPARTMENT.

- 10) Electronically prepared contract items must be submitted to the DEPARTMENT on a DEPARTMENT approved electronic media in .DGN format.
- 11) All mapping must be obtained directly from the DEPARTMENT district office.
- 12) Adhesive backed products are not to be used on the final hard copy submitted to the DEPARTMENT.
- 13) Leave every 5th parcel blank on the Schedule of Lands & Interests Required as shown on the DEPARTMENT example plat.

#### SERVICES TO BE PROVIDED BY THE DEPARTMENT

The DEPARTMENT agrees to:

- 1) The DEPARTMENT will provide to the CONSULTANT sample projects that depict current standards and practices as required by District One.
- 2) The DEPARTMENT will provide to the CONSULTANT a 'CADD Information Chart for Levels and Lines'. This chart shows line symbolism, line weights, text sizes, and other information that shall be used to prepare plat and plan sheets.
- 3) The DEPARTMENT will provide to the CONSULTANT a 'CADD Data Levels' chart showing the breakdown of levels and the data assigned to each. The CONSULTANT prior to DEPARTMENT acceptance must correctly place all data.
- 4) The DEPARTMENT will provide to the CONSULTANT a 'Check List' for individual plat sheets. This is an in-depth, sheet-by-sheet graphic aid checklist that shall be used by the CONSULTANT in preparing the plat.
- 5) The DEPARTMENT will provide to the CONSULTANT a Relocation Order Revision Form (RORF) sample. This documents parcel-specific information changes, which are made to the plat at the time a dated revision is made. The RORF shows a brief, yet complete written account of applicable changes made to a plat since the last dated copy. The CONSULTANT shall discuss

with the DEPARTMENT Technical Service section, R/W Support Unit representative, if this item is required.

- 6) The DEPARTMENT will provide to the CONSULTANT a policy statement dated March 1, 1991 and prepared by Robert J. Stone, P.E. depicting graphics and stating District procedures for dealing with advertising signs.
- 7) The DEPARTMENT will provide the CONSULTANT with:
  - a. Design information for CADD efforts.
  - b. CADDs electronic media in .DGN format with DEPARTMENT, project specific computer graphics data.

#### L. REVISION OF COMPLETED PLANS/PLATS

Section V. B. of the Standard Provisions shall be amended as follows:

The CONSULTANT shall make such revisions in plats or plans which have been completed, approved, and accepted by the DEPARTMENT as are necessary to correct errors in the plats or plans made by the CONSULTANT, when required to do so by the DEPARTMENT without compensation thereof from the DEPARTMENT.

Should the DEPARTMENT find it desirable for its own purposes to have previously satisfactorily completed and accepted plats or plans or parts thereof revised, the CONSULTANT shall make such revisions if requested and as directed by the DEPARTMENT. Such service shall be considered 'Extra Work'.

#### M. ADDITIONAL SERVICES PROVIDED BY THE DEPARTMENT

The DEPARTMENT will provide to the CONSULTANT the following for the PROJECT:

- 1) Approved Memorandum of Understanding
- 2) Traffic Projections and Count.
- 3) As-built plans, as may be available
- 4) Existing right of way plat and drawings, as may be available.
- 5) Accident reports/data as may be available.
- 6) Planimetric Mapping and Digital Terrain Model
- 7) Horizontal and Vertical Control survey data.
- 8) Subsurface Soils Investigation.

- 9) Pavement Type Selection Report.